

NOS Weekly Update (AA's email)
Editorial Guidelines and Procedures
December 2004

The Process and Criteria

- The NOS Communications and Education Division (CED) is responsible for compiling the Weekly Email Update every week.
- The OneReport newsgroup is used as the source for material for the NOS Weekly Update email. CED editors try to choose at least one item from each program office that submits to the OneReport.
- To submit to the OneReport, you must have access to the newsgroup. Contact Colleen.Labbe@noaa.gov to be added. Once you are added, you will be able to submit to the newsgroup and view other office's submissions. At least one person in each program office should have access to the OneReport newsgroup. Program office items for submission should funnel through one person.
- Submissions are due each week by **Wednesday COB**.
- CED editors have editorial discretion when deciding what will be included in the NOS Weekly Update email.
- Items are chosen according to newsworthiness and quality of writing. However, CED editors may choose a less newsworthy item for inclusion in the NOS Weekly Update email if they feel a program office has not been recently adequately represented. Conversely, if a program office has a particularly newsworthy week, it may have more than one item in the NOS Weekly Update email.
- Items submitted for possible inclusion in the NOS Weekly Update email must be written clearly and without excessive jargon, but there is more flexibility about content. The content need not be of interest to higher-level agency tiers, but submissions should be of interest to all NOS employees.

General Guidelines

- The NOS Weekly Update email is not a competition among program offices for recognition. CED editors treat all program offices equally.
- Items are edited for grammar, clarity and style. Items will be shortened if they are overly detailed.
- A contact person must be included in every item submitted.
- Editing mistakes happen. If you notice a glaring error, please contact Thomas.Cox@noaa.gov, chief of the NOS Communications and Education Division. If the error is egregious, a correction will be submitted in the following week's NOS Weekly Update email.

